OC-M-74-176
28 March 1974

MEMORANDUM FOR: OC Career Service Panel Chiefs

SUBJECT   : OC Personnel Information and Reports
                  Requirements

1. The DDM&S has called for a review of the Agency-wide
automated personnel program to determine which of OC's personnel
information ADP processing requirements can be satisfied in whole
or in part from this data base. OJCS has agreed to develop a pro-
posal for meeting those OC requirements which cannot be satisfied
by the Agency-wide personnel program. Before starting these actions
we need to insure that OC personnel requirements are complete.
Please review the Attachment to determine whether the information
elements in the listed reports will satisfy all of your require-
ments. (Contents of the data base will be available for machine
sort from remote terminals for on-line response and display of
selected elements; thus reports are in no way limited to those
listed on the Attachment.) Please submit any requirements to
the undersigned not later than 5 April 1974.

2. Attached is a list of 17 personnel information reports
showing elements and examples of subject matter. The require-
ment for and content of these reports was developed by OC-S based
largely on information needs for Panels "T" and "N" management,
but with all Panels in mind. We plan to brief the Panels on plan-
ning for and status of automating OC personnel management and
information records. At this meeting, which will be called when
your responses are received, please be prepared to discuss your
requirements. OC-S representatives will be at the meeting to
clarify as necessary the planned content and use of the reports.

3. The OC ADP Systems Administrator, Mr.   25X1
will consolidate OC personnel information requirements and coordi-
nate with OJCS the data base review and proposal development.
During this period he will need assistance and advice from repre-
sentatives of the Panels which submit requirements. Questions

25X1

                                        25X1

                        Executive Assistant, OC

Attachment:
  OC MAP Personnel Data Base Report

                                        25X1

OC MAP PERSONNEL DATA BASE REPORTS

1. PERSONNEL TITLE ALPHA LISTING

   Elements: Name (Last, First, Middle)
             Date of Birth (Month/Day/Year)
             Sex (M - F)
             Agency EOD Date (Month/Day/Year)
             Employee Number
             Social Security Number
             Marital Status and Number of Dependents
             Educational Level
             Overseas Service (Years/Months)
             Schedule/Grade/Step (GS-09/4)
             Date of Grade (Month/Day/Year)
             Retirement System (Civil Service/CIARDS)
             Location - (Example - OC-E, OC-CMD, NE, OSA, etc.)
             Occupational Title (Telecom Spec)
             Career Service Designation (MCT, MCS, MCA, etc.)
             Last Fitness Report Rating & Date (Strong 6/73)
             Special Clearances (TKH, ☐ SI, CRYPT)   25X1
             Type of Cover - Date of Appointment ☐   25X1
             Special Reference (LWOP, PRA, Detail In, Detail Out,
                              Summer Only)
             Last Physical (Month/Year)

   Comment : Master Alpha Listing of all personnel assigned to
             OC and those MC careerists assigned outside OC.

2. OC MANNING TABLE

   Comment : Office wide. Format similar to overseas manning
             table now maintained in Datacom.

3. OC STRENGTH AND CEILING REPORT

   Comment : Essentially the same as now manually produced by
             OC-S.

4. CEL RESPONSIBILITY LIST

   Elements: Area, Service Designation, Grade, Names (Alpha)

25X1   Example : ☐

5. POSITION VACANCIES

    Elements: Area/Location, Position Information (Cover, Number, SD, Title, Grade), Incumbent Information (Name, Grade, SD, ETD), Replacement Information (Name, Grade, SD, ETA), LTI

    Example :
    25X1

6. DEVCOMP

    Elements: Name, Grade, Cover, Area/Location, ETA, FSI, Schedule

25X1   Example :   —   25X1

7. SINGLE OR MARRIED/NO CHILDREN

    Elements: Name, Grade, Service Designation, Area, Location, ETA ETD, Status

    Example :   25X1

8. GRADE/PANEL MIS-SLOTS

    Elements: Name, Grade, DOG, Incumbent SD, Area/Location, ETA, ETD, Position No., Position Grade, Position SD

    Example :   25X1

9. PERSONNEL ROTATIONS

    Elements: Name, Grade, SD, ETD, AREA/Location, Cover, Incumbent Position No., Title, Position Grade

    Example :   25X1

10. IMMOBILES

    Elements: Name, Panel, Grade, Category (temp-1, indef-2, perm-3), Reevaluation Date, Who Immobile (empl-1, wife-2, child-3, dep parent-4), Type immobility (med-1, adm-2, security-3), Component, Position

    Example :   25X1

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11. TRUE/PSEUDONYM CROSS REFERENCED-ALPHA LISTING

Comments: All OC Personnel - Self explanatory

12. COVER AND CLEARANCE REPORT

Comments: All OC Personnel. Alphabetical by name with current cover and clearances held

13. LATERAL TRANSFER INFORMATION ALPHA BY STATION

Comments: A listing of 15 items covering information on cover, housing, HHE, POV, etc.

14. WORLD-WIDE TDY STANDBY

Elements: Alphabetical by component. Name, DOB, Grade, Title, Panel, Passport No. & Exp. Date, Shots & Exp. Date, Physical Reevaluation Date, Risk of Capture Briefing

Example :   25X1

15. EMPLOYEE TRAINING RECORD

16. MASTER OPRED LISTING

Elements: Area, Post, Cover, Position No., OPRED Authorization, Grade, Title (Agency & Cover), Cover Position No., Incumbent Name, Grade (Agency & Cover), No. of Dependents, EOD, ETD, New Post, Replacement Name, Grade (Agency & Cover), No. of Dependents, ETA.

Example   25X1

17. EXPECTED POSITION VACANCIES

Elements: Area/Post, Position Title, Grade, Month of Vacancy, Number of Vacancies and LTI (See Report 13)

25X1   Example :

Comment : Worldwide report listed by Career Panel in monthly sequence. Selected lateral transfer information for posts with expected vacancies to be sorted from elements of data for Report 13 and listed by Area/City.

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18. OC POSITION RESPONSIBILITY

    Elements: Location; Position Number, Ceiling, SD and Grade

25X1   Example:

    Comment: This report would cover all positions on the
                  OC T/O and all MC positions not on the OC T/O.
                  "Location" would be overseas   25X1
                  or, for Headquarters   , OC component   25X1
                  and sub-component.

19. CAREER PANEL POSITION RESPONSIBILITY LIST

    Elements: Area/Location, position information (number
                  incumbents, title, grade and component
                  designation), incumbent information (name,
                  grade, SD, and ETD) (by Panel, Area/Station).

    Example: 25X1

    Comment: All MC positions in sequence by panel, location
                  and grade.